Publisher 2007

Contents

Publisher 2007 Level 1
Course Description

You're starting Microsoft® Office Publisher 2007, which is an easy-to-use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

Course Objective: You will create, format, revise, and distribute publications.

Target Student: This course was designed for persons with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft® Publisher 2007 to create, layout, and edit publications.

Prerequisites: This course assumes that you are familiar with using personal computers and word processing. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; manage files and folders; and select text. you should have knowledge of: Windows XP.

Upon successful completion of this course, students will be able to:

- create a one-page publication.
- modify a publication's layout and structure.
- edit content in the publication.
- format a publication.
- format pictures.
- identify the options for distributing a publication.